

Letter of Authorization for Scientific Research Guidance on Submitting an Application Package

This document summarizes information and materials necessary for submission of a complete application package for a Letter of Authorization (LOA) for scientific research to the NOAA Fisheries Service Northwest Regional Office.

1. Application package should include:
 - a. Requesting memo
 - i. Title of Research (consistent with the title in the Research Plan)
 - ii. Participating NOAA personnel and/or funding
 - iii. Signature of applicant
 - b. Scientific Research Plan [\[see Scientific Research Plan Guidance\]](#)
 - c. Data collected under previous LOA* (if applicable)
 - i. Catch data summary including quantity (by weight and species) and disposition of the actual total catch [\[see Data Template\]](#)
 - ii. Cruise report or other publication summarizing research performed under the LOA

* NOTE: Failure to submit data from previously issued LOAs may result in a delay in the processing of your application or denial of your LOA request.

NMFS advises applicants to explore other applicable state and federal permits that may be necessary prior to starting the scientific research they are conducting off the West Coast. NMFS may require applicants to show proof of having done so, particularly for ESA listed species.